

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 8, 2021 at 9:00 a.m. in Room 1H & I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Kuehl, Schmidt and Hilbert

MEMBERS EXCUSED: None

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Ed Somers, Clearview Administrator/Executive Director; Lynn Hron, Clerk of Courts; Patti Hilker, Treasurer; Jeramy Grossman, Communications Sergeant; David Zirbel, Administrative Support Coordinator; Kevin Schultz, Corporal-Jail; Justin Reynolds, IT Director; Erin Roberts, Sr. IT Systems Analyst; Jason Hundt, Deputy Jail Administrator; PJ Schoebel, Medical Examiner; Russell Freber, Physical Facilities Director. Via MS Teams: Terra Mattheis, Child Support Director; Eileen Lifke, Assistant Finance Director; Robert Barrington, Managing Attorney; Makenzie Drays, Senior Accountant.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Schmidt to approve the minutes of the open session minutes of the regular meeting on May 18, 2021. Second by Hilbert. Motion carried without negative vote.

Hinze stated that the McGrath Study referenced overtime and turnover at Clearview and as a result of a recent inquiry Somers provided an update regarding overtime and turnover with comparisons of average turnover from the Department of Health Services. Somers highlighted the restarting of CNA Classes after COVID to aid in hiring efforts. Somers also explained that the \$1 million in 2020 overtime were hours that would have been worked at straight time but with no cost of benefits stating it was a "financial wash". Somers also stated that the COVID exposures and positive cases also had an effect on the overtime.

Hinze provided an update on the Sheriff's Office 75/80 rounding rule stating that progress is being made to update the schedules and will provide the Committee with an update when a definite plan is in place.

Hinze presented a request for sick leave donation for a Sheriff's Office employee with a medical leave. Hinze explained that the employee will use all available time off before using donated sick time.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried without negative vote.

Hinze stated that during the preliminary discussions regarding the 2022 budget at the joint meeting with the Finance Committee, a 1.25% cost of living adjustment was discussed for January 1, 2021. Hinze stated that since the joint meeting, the Wisconsin Employment Relations Commission (WERC) updated the Wisconsin Consumer Price Index (CPI-U) through November 2021 noting the November CPI rate of 1.5%. There were questions on how the CPI is determined. Mielke stated there is data on the Wisconsin Department of Revenue website regarding the composition of CPI and will provide to both the Committee and the Finance Committee.

Hinze referenced the Performance Management Policy and stated that in light of the changes to the compensation structure and performance evaluation form she updated the policy to reflect the proposed changes. Hinze stated that the Employee Self-Assessments will launch January 2, 2022 with a due date of January 14th and the Annual Evaluations will launch on January 15th with a due date of March 15th based on the review period of calendar year 2021. Hinze stated a trial run of up to five (5) employees per supervisor is planned for later in the year to provide supervisors an opportunity to test and provide feedback. Hinze also updated the Committee on the Kronos setup process. Hinze stated that due to the new compensation structure having five (5) steps, the progressions based on the evaluations would require discussion as well as movement in merit. Hinze reviewed the current progression based on the average overall evaluation score. Hinze proposed as a starting point for discussions the following increases based on the average overall evaluation score under the new compensation structure: Overall score of one (1) Needs Improvement – no step movement; 0% increase in merit; Overall score of two (2) Meets Expectations – one step movement; 2% increase in merit; Overall score of three (3) Exceeds Expectations– one step movement; 3% in merit. There was discussion regarding the proposal. Hinze indicated that these would need to be set for 2022 budget purposes along with the Cost of Living. It was the consensus of the Committee to use the proposed increases as presented for budget purposes only. Hinze also reviewed changes to new hire increases. Hinze stated the policy will be brought back to the Committee for final approval for the budget.

Hinze reviewed a roadmap of the remaining discussion points of the working draft Paid Time Off (PTO) components. Hinze highlighted the items for consideration and the items currently under legal counsel review. The Committee discussed the following discussion points: PTO hours upon reaching 480 hours; Extend Leave Bank use; short term disability including: basic core plan costs, minimum participation requirements and employee buy-ups; Employee Trust Funds Income Continuation Insurance Program; Military Leave PTO accrual; retirement payouts and Post Employment Health Plan (PEHP); vesting; and union transfers. There was a consensus of the Committee to allow the Extend Leave Bank to be used after a three-day waiting period or for an approved leave under the State and/or Federal Family and Medical Leave Act. Hinze stated another memo will be provided to the County Board. It was the consensus of the Committee to give an initial presentation in July with the goal of presenting a resolution to the full County Board in August with an effective date of January 1, 2022.

Hinze stated that in consultation with David Eslinger, Hays Company, Worker's Compensation Insurance Broker, there is a recommendation to renew the third party worker's compensation administration contract with Cannon Cochran Management Services, Inc. (CCMSI) for an additional 2 ½ years with a transition to a calendar year contract. Hinze reviewed the contract fees. A proposal from Wisconsin Municipal Mutual Insurance Company (WMMIC) was also considered. Hinze stated that the contract with CCSMI has been provided to Kim Nass, Corporation Counsel, for review.

Motion by Hilbert to approve the renewal of the third party worker's compensation administration contract with Cannon Cochran Management Services, Inc. (CCMSI) pending approval of Corporation Counsel. Second by Schmidt. Motion carried without negative vote.

Greshay inquired if the Committee would support a County Board resolution to thank and recognize employees for continuing to provide services without disruption during the COVID pandemic. It was the consensus of the Committee to move forward with the resolution. Greshay will work with Nass on creating the resolution.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Child Support Assistant	Child Support
One (1) Jail Programs Specialist	Sheriff
One (1) Correctional Officer	Sheriff
One (1) Correctional Sergeant	Sheriff
One (1) Clinician I, II, or III- Community Programs	Human Services & Health

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One (1) Economic Support Aide	Human Services & Health
One (1) Economic Support Specialist I	Services & Health
One (1) Nutrition Program Coordinator- LTE	Human Services & Health
Two (2) Clinician IV- Outpatient	Human Services & Health
One (1) Customer Service/Support Specialist- Clinical Services- LTE	Human Services & Health
One (1) Victim/Witness Coordinator	District Attorney

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried without negative vote.

Mindemann presented an unpaid Medical Leave of Absence for consideration for an employee with Human Services and Health Department not eligible for Federal and State Family and Medical Leave for a continuous leave from 05/18/2021 through 07/20/2021. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Kuehl. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: Corey Horn, Deputy Sheriff, \$31.83, 05/18/2021. APPOINTED OFFICIAL/COUNTY BOARD: None. NEW HIRE – FULL TIME: Jennelle Brown, Economic Support Specialist I, \$19.15, 06/10/2021, Human Services & Health; Kelly Flanders, Account Clerk III, \$19.15, 06/01/2021, Human Services & Health; Kyle Anderson, Correctional Officer, \$21.62, 06/07/2021, Sheriff. NEW HIRE – PART TIME: Allison Barton, Advanced Practice Nurse Practitioner, \$70.04, 07/19/2021, Human Services & Health. REHIRE – OCCASIONAL: Mason Tayler, Tactical Emergency Medical Support Officer, \$18.50, 06/08/2021, Sheriff. LIMITED TERM/SEASONAL NEW HIRE: Michael Butson, Document, Scan Clerk, \$10.00, 06/01/2021, Child Support. LIMITED TERM/SEASONAL REHIRE: None. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: None. VOLUNTARY DEMPOTION: Jennifer Smith, Family Court Counselor, 30.66, 06/03/2021, Family Court. LATERAL TRANSFER: Nora Bentz, Deputy Secretary-Jail, \$18.32 06/17/2021, Sheriff. PROMOTION: None. STATUS CHANGE PT to FT: None. TEMPORARY ASSIGNMENT EXTENSION: Patti Messenger-Evans, Contract Tracer Coordinator, \$16.95, 07/01/2021, Human Services & Health.

The Committee reviewed the Orientation Period Reports. Marsik inquired if it was important for the Committee to continue to review the orientation evaluation reports. Marsik suggested a monthly report of employees passing/not passing the orientation period. It was the consensus of the Committee to discontinue the review of orientation evaluation reports and provide a monthly report instead.

HR Director's Report:

- Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- Hinze provided an update on Stay Interviews noting that good information is being shared and will provide reports to the Committee along with exit interviews.
- Hinze discussed the dental insurance fund balance stating that David Ehlinger, Finance Director, is drafting a fund balance policy to be discussed at the Finance Committee. As a result of the draft fund balance policy, the self-insured dental insurance fund balance exceeds the recommendation. She stated that the recommendation is to transfer the excess dental insurance funds to the employee benefit fund for retiree payouts.

Future Agenda Items: Paid Time Off (PTO), contract negotiations discussions, 75/80 Rounding Rule, State of Wisconsin Consumer Price Index, Performance Management Policy, Employee Trust Funds Income Continuation Insurance Program.

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It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, June 15, 2021 at 9:00 a.m., Wednesday, July 7, 2021 at 9:00 a.m., Tuesday, July 20, 2021 at 9:00 a.m. and special joint meeting with Finance Committee on Monday, June 14, 2021 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building

Meeting adjourned by order of the Chairperson at 10:32 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.